



Birth Registry

Frequently Asked Questions

What is the birth registry process at Texas Children's Pavilion for Women?

Once your baby is born, you will receive a birth information packet to complete. One of our birth registrars will visit with you to answer any questions and ensure the information is accurate. For every live birth, Texas Children's Hospital is required to submit a record of birth within five days. The Texas Department of Health and Human Services Bureau of Vital Statistics completes processing of the record. This information is used to create a birth certificate. Although your baby was born at Texas Children's Pavilion for Women, we do not have, nor provide, a birth certificate or social security card.

**The birth registry process can vary slightly depending on marital status, adoption, surrogacy, etc. Our birth registrars can answer any additional questions you may have.*

What are the benefits of a birth certificate?

A certified birth certificate is a permanent legal document filed with the State of Texas that establishes your child's identity and is used to apply for medical or governmental services, passports, school admission, etc.

Do I need to select a name for my child prior to leaving the hospital?

We recommend selecting a name and completing the birth certificate process before discharge from the hospital. Texas Children's Hospital is required to submit the record of birth within five days. Without a name provided, the record will list the baby's first name as infant with the mother's last name as the last name. You will be required to contact the Bureau of Vital Statistics to amend the birth certificate to your child's legal name and pay required fees.

Texas Children's Hospital cannot apply for a Social Security card on your behalf with the name infant; therefore you would need to apply for a card after the birth certificate amendment is completed.

Are there additional steps to the birth registration if I am not married?

Yes, an Acknowledgement of Paternity (AOP) will need to be completed. An AOP is a legal document that allows parents who are not married to establish legal paternity. This is a voluntary process requiring the signatures of both biological parents. Our certified Birth Registrars can answer any additional questions you may have.

How do I get a copy of my baby's birth certificate?

As a parent, you can request and purchase a certified copy of your child's birth certificate from the Bureau of Vital Statistics at 8000 North Stadium Drive, Houston, TX 77504 (**713-837-0311**).

To order online, visit houstontx.gov/health/BirthCert or order online through the state at texas.gov.

Birth certificates are processed by the Bureau of Vital Statistics, but are typically accessible after 30 days with a cost of \$23.00 per copy.

How do I get a Social Security card for my baby?

If you wish to receive a Social Security card for your baby, you will mark the appropriate box within the birth information packet. Texas Children's Hospital will provide the request to the Social Security Administration office and they will process and mail the card to your home. If you requested a Social Security card within the birth packet, and you do not receive it after six weeks, please contact the Social Security Administration at **1-800-772-1213**.



Need more information?

Please contact us:

Birth Registration Office

3rd floor, Pavilion for Women

832-826-3333